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Director of Training

2 June 1960

Chief Instructor, Instructional  
Techniques Course

Final Course Report, Instructional  
Techniques Course No. 44

Document No. 34

NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED to TS S (1)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 090278 By: 025

I. Characteristics of this Course.

The student body was composed of GS-9 through GS-12 Communications personnel whose primary responsibility is instruction in various phases offered by the Office of Communications. Of main concern to the Training Officer, OC, was the training of these students to properly lecture and conduct demonstrations.

II. Administrative Factors.

A. Dates: 23 - 27 May 1960 (40 hours)

B. Location: REDACTED 25X1A6a

C. Number of Students: Eight from OC

D. Grade Level: One, GS-12; Four, GS-11; Two, GS-9

E. Educational Level: One student claimed a Bachelor Degree; seven claimed work beyond high school graduation including various civilian technical schools.

F. Assignments: All students were required to perform instruction as a part of their assigned duties.

G. Support: Obtained from OTR Film Library in the loan of seven instructional films covering the areas of Principles of Learning, Lesson Planning, Speech Techniques. Used A & E Staff member in "Evaluation" phase of course. Used Chief, OTR Graphic Aids shop in "Training Aid" phase of course.

III. Academic Factors (Refer to attached Course Outline)

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A. Objectives

1. To acquaint the student with the learning process.
2. To familiarize the student as to how the principles of learning are applied to instruction and offer practical teaching experience in applying them.

B. Determination of Course Content

1. Objectives were determined in a previous meeting with OC Training Officer with respect to job-related tasks required of their instructors.

2. Course outline was designed specifically to meet these determined objectives.

3. To meet specific need of this group of students, the present course was tailor-made in two ways: (1) by selection and emphasis of instructional methods covered and (2) by student application to content he would be teaching.

4. Underlying philosophy was one of directed and guided student activities consistent with objectives of course.

C. Methods of Instruction

1. In every aspect of training, the students were responsible for directly participating in the classroom activities or were responsible for critiquing or evaluating indirectly all classroom activities of other students.

2. The methods of instruction comprised the following: study periods; instructor-directed class discussion periods (covering items not included directly in handouts and stressing certain key points included in handouts); presentation by each student of a lecture, a demonstration, and a 30 minute lesson plan of his own design; student oral and written evaluation of other class member presentations, with a summary evaluation by the instructor; training films.

3. A time analysis of the ITC curriculum indicates the following division:

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Administrative	2%
Student study periods	20%
Directed class discussions	24%
Student presentations and class critiques	47%
Film and class discussions	<u>7%</u>
	100%

4. For each major topic (lecture, demonstration, lesson presentation, etc.) the sequence of instruction was designed to provide for student application immediately after class discussion of the topic; e.g.:

- a. Study period to read handout on lesson planning and make final preparation for individual classroom presentation of a lesson plan.
- b. Class discussion on lesson planning.
- c. Presentation by each student of a 30 minute lesson in the subject area in which the student is teaching or will be assigned.
- d. Instructor and class evaluation of each student performance, using written critique guide.

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5. At a subsequent date, the instructor will return [redacted] on a normal follow-up basis to observe these students in their actual classroom instruction and offer them advice and suggestions for possible improvement.

#### D. Student Performance and Methods of Evaluation

- 1. Insofar as possible, the principles of learning and teaching were applied to the evaluation methods.
- 2. Each class session was conducted primarily on a discussion basis involving an extensive use of oral questioning by the instructor, and contributed to by the students. Such questioning served also as an evaluative device, primarily for the benefit of the student to ascertain his grasp of the subject matter under discussion.
- 3. In conducting each practical exercise, the principle of

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immediate feedback was applied to maximize learning. Immediately following each individual presentation, a student would be orally critiqued by class members and the instructor. For most exercises written critique forms were used to guide these critique discussions. At the close of the oral critique the completed forms were turned over to the student so he could review the ratings and specific comments made by the other class members and the instructor. Even in this course of only one week's duration, there was noticeable improvement in student performance. There is little doubt that this improvement was due in considerable part to the immediate, specific, individualized feedback provided for each of the presentations made by each student.

4. Upon the basis of these critiques and evaluations, the determination was made that each student satisfactorily completed the course.

5. The final evaluation report to the supervisor and the student, as well as for personnel record purposes, is in the form of a narrative report specifying course objectives and material covered, with a brief statement added, where applicable, noting strengths and weaknesses of each student. (Copy of final evaluation report attached.)

## VI. Recommendations

None needed at this time.

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## Attachments

As stated above,

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TAB

INSTRUCTIONAL TECHNIQUES COURSE OUTLINE # 44

23 - 27 May 1960

MONDAY

Orientation

Purpose of Course

Course Outline

Security

Each student will give a 5 minute talk related to himself and covering such items as early life, education and subject matter studied, work history, armed forces experiences, travel, agency experiences and work (unclassified).

Study period

Read handouts "Principles of Learning" and "Principles of Teaching"

Class discussion

Principles of learning/teaching

Study period

Read handout "Building Tools for Evaluation"

Class discussion

Principles of evaluation

TUESDAY

Study period

Read handout "Speech Techniques"

Each student will prepare a 5 minute talk on some Current Events subject related to his own subject matter area.

Class discussion

Speaking techniques

Student talks prepared above. Critique by class/instructor.

Study period

Read handout "Methods of Instruction: The Lecture"

Each student will prepare a 15 minute lecture on some phase of his own subject matter area.

Class discussion

Lecturing techniques

Student lectures prepared above. Critique by class/instructor

WEDNESDAY

Study period

Read handout "Method of Instruction: The Demonstration"  
Each student will prepare a 20 minute demonstration on some phase of his own subject matter area.

Class discussion

Techniques of demonstrations

Each student will give his demonstration prepared above. Critique by class/instructor.

THURSDAY

Study period

Read handout "The Lesson Plan"  
Each student will prepare a lesson plan on some phase of his own subject matter area. This lesson plan should cover approximately 30 minutes for presentation time.

Class discussion

The lesson plan

Each student will briefly outline to the class the procedure he intends to use in giving this lesson to the class. Instructor and class will critique the outlined procedure.

Study period

Read handout "Training Aids"

Class discussion

Training aids.

FRIDAY

Study period

Review of previous work

Final preparation of Lesson Plan presentation

Student presentation of lesson as developed above (30 minutes for each student). Critique of presentation by class/instructor.

NOTE: Each student will prepare his final Lesson Plan in sufficient copies so that the instructor and each class member will each have a copy at the time of presentation.

A number of training films will be used during this course and shown where pertinent to the material discussed.